



Sample Justification Letter: Language and other courses with live sessions

Dear [NAME OF DECISION MAKER],

I am writing to request approval to attend the [NAME OF COURSE] course hosted by Foundation for Advanced Education in the Sciences, Inc. (FAES). FAES is a non-profit organization at the NIH dedicated to providing cutting edge courses and workshops designed to advance the mission of the NIH. This course runs from [SESSION START DATE] to [SESSION END DATE]. This course does have required live sessions that are planned to occur from [DATES OF LIVE SESSIONS AND TIMES FROM REGISTRATION SITE]. Outside of these live sessions, I will complete other course work on my own time. The cost of this course is [PRICE (if applicable, include NIH discount price)]. This course in particular is focused on [SUMMARY OF DESCRIPTION].

I believe this course would be beneficial for my work because [REASON 1]. Through this course, I hope to [acquire/increase my proficiency in] the following skills: [LIST SKILLS]. These are skills I will use to [HOW WILL YOU USE SKILLS]. Investment in this training will ultimately benefit my productivity, efficiency, and overall success in [Your current workplace, e.g., the lab]. I also plan to share what I have learned about [SKILLS/TOPICS] to help our [Workplace] with [INSERT OTHER PROJECTS FROM WORKPLACE THAT COULD BENEFIT].

I am eager to begin this course once the session starts if the [FUNDING SOURCE] is able to support my professional development.

Thank you for your consideration of this request.

Sincerely,

[YOUR NAME]